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## OFFICE OF PUBLIC INSTRUCTION

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### **Parental Notification Requirements**

Schools that are identified for Title I-A School Improvement, and their respective districts, have an obligation to provide parents with information about Adequate Yearly Progress (AYP) and school improvement efforts. Under the federal guidelines of No Child Left Behind (NCLB), a district shall provide the parents of each student enrolled in a school that has been identified for improvement, corrective action, or restructuring written notification of this in a language or format that they can understand. The notification must include the following:

1. An explanation of what Title I-A School Improvement status means, and how the school compares in terms of academic achievement to other similar schools served by the district or state.
2. The reasons for the identification.
3. An explanation of what the school in Improvement status is doing to address the problem of low achievement.
4. An explanation of what the district, or if in restructuring status, the Montana Office of Public Instruction (OPI) is doing to help the school address the achievement problem.
5. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for School Improvement Status.
6. An explanation of the parents' option to transfer their child to another school within the district, unless the district has a cooperative agreement with another district, that is not in Title I School Improvement, Corrective Action, or Restructuring; or an explanation of the option to obtain Supplemental Educational Services (SES) for their child, where applicable, at district expense.

This notification shall be based upon the preliminary AYP determinations, and letters will need to be sent out notifying parents of the options of School Choice or SES by August 1. Districts are also directed that in addition to the notification letters to parents of eligible students, they should also advertise SES services and School Choice by other means which may include, but are not limited to, a school newsletter, local newspaper, school web site, etc. Districts and schools are required by law to make a "good faith" effort to promote these services and options to parents.

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*